

December 1, 1999

MEMORANDUM

TO: Designated Agency Ethics Officials, General Counsels
and Inspectors General

FROM: Stephen D. Potts
Director

SUBJECT: Program Plan of Agency Reviews for Calendar Year 2000

Attached for your information is the program plan of agency ethics reviews scheduled by the Office of Government Ethics (OGE) for calendar year 2000. This is to inform you of our schedule for the year and the opportunity for you to meet with OGE staff to discuss our program review objectives and procedures. It also allows you time to make revisions to your program prior to our review. The program plan may be of some assistance as you address budget issues within your agency.

We will attempt as much as possible to follow the schedule set forth in the attachment. However, as past experience has shown, the schedule may change due to complex issues that occur during reviews, staffing problems, or higher priority work within OGE. If reviews from the first quarter are canceled, we will pull up agencies from later quarters and review them earlier than anticipated. Certain reviews that were not completed last year are included for review early in 2000.

To assist those of you who wish to become more familiar with our program review procedures, our analysts will hold two brown-bag luncheons to discuss procedures and answer any of your questions. If you are interested in attending one of these luncheons on either Wednesday, January 12, or Tuesday, February 1, 2000, please call Ilene Cranisky on 202-208-8000, extension 1218. Attendance is open to all agencies, whether or not the agency is scheduled for review in 2000.

One issue that we make recommendations on very frequently involves the collection of new entrant financial disclosure reports. Please be sure that adequate systems have been established to collect public and confidential financial disclosure reports from new entrants within 30 days of their entering on duty.

Our usual practice once a review has been completed is to send a report to the Designated Agency Ethics Official (DAEO) with recommendations for improving the program. We ask that the DAEO respond to our recommendations within 60 days as to the actions he/she has taken or plans to take. We do not send our reports to the Congress, but occasionally a Congressional committee will ask for a copy of a report for an agency under its jurisdiction. These requests are granted and the agency DAEO is informed that we have received such a request.

We do not send copies of our reports to the news media, nor issue press releases concerning the reports. Periodically we do release reports to the news media in response to Freedom of Information Act requests.

The agency DAEO will be contacted by phone approximately one month prior to our entrance into the agency. Should there be a serious reason as to why you cannot receive us at that time, please call Ed Pratt, Chief, Program Review Division, at 202-208-8000, ext. 1115, to discuss rescheduling.

This year we are continuing our customer program review evaluation form for you to complete after you receive the report. We ask that you take a few moments to provide us with feedback on the usefulness of our reviews and reports, and identify areas for improvement. Thank you for all the comments you gave us this past year; they have been useful in modifying our review techniques.

We hope that this answers some of your questions concerning our program review process. Should you have any other questions, please call Jack Covalleski, Senior Associate Director for Agency Programs, at 202-208-8000, ext. 1120.

Attachment

PROGRAM REVIEW SCHEDULE
JANUARY - MARCH 2000

1. Federal Bureau of Investigation (Justice)
2. Wright-Patterson Air Force Base (OH)
3. Department of Labor
 - Women's Bureau
 - Veterans Employment and Training Service
 - Bureau of International Labor Affairs
4. Naval Offices - Philadelphia, PA
 - Fleet Industrial Supply Center
 - Naval Inventory Control Point
 - Naval Surface Warfare Center
5. Patent and Trademark Office (Commerce)
6. Central Intelligence Agency
7. Postal Rate Commission
8. Military Offices - Honolulu, HI
 - Asia Pacific Center
 - Hickam Air Force Base
 - U.S. Pacific Command
 - Navy Facilities Engineering Command
9. Japan-United States Friendship Commission
10. U.S. Forest Service (Agriculture)
11. Portsmouth Naval Shipyard (NH)
12. Army and Air Force Exchange Service (TX)

PROGRAM REVIEW SCHEDULE
APRIL - JUNE 2000

1. The Presidio Trust (San Francisco, CA)
2. United States Commission on Civil Rights
3. Department of State
 - █ Headquarters
 - █ Agency for International Development
4. Defense Commissary Agency (Fort Lee, VA)
5. U. S. Soldiers' and Airmen's Home
6. U.S. Trade Representative
7. Office of the Comptroller of the Currency
8. Vandenberg Air Force Base (CA)
 - █ Headquarters, 14th Air Force
 - █ Headquarters, 30th Space Wing
9. Office of Management and Budget
10. Council on Environmental Quality
11. Department of the Army
 - █ Army Secretariat
 - █ Army Staff
 - █ Military District of Washington
12. Brooks Air Force Base (TX)
 - █ Air Force Center for Environmental Excellence
 - █ Air Force Medical Services Agency
 - █ Air Force School of Aerospace Medicine
 - █ 311th Air Base Group
13. Aberdeen Proving Ground (MD)
 - █ Test and Evaluation Command
 - █ Chemical and Biological Defense Command
 - █ Garrison

PROGRAM REVIEW SCHEDULE
JULY - SEPTEMBER 2000

1. Federal Energy Regulatory Commission
2. National Security Agency/Central Security Service
3. Railroad Retirement Board (Chicago, IL)
4. National Defense University
5. Goddard Space Flight Center (NASA)
6. Department of the Air Force
 - Office of the Secretary
 - Air Staff
 - Air Force District of Washington
7. National Oceanic and Atmospheric Administration (Commerce)
8. Peace Corps
9. Johnson Space Center (NASA)
10. Appalachian Regional Commission
11. Department of Veterans Affairs
12. Drug Enforcement Agency (Justice)
13. Robins Air Force Base (GA)

PROGRAM REVIEW SCHEDULE
OCTOBER - DECEMBER 2000

1. U.S. Chemical Safety and Hazard Investigation Board
2. Nellis Air Force Base (NV)
3. Commodity Futures Trading Commission
4. Social Security Administration
5. Armed Forces Information Service (DOD)
6. Defense Advanced Research Projects Agency (DOD)
7. Federal Trade Commission
8. Federal Communications Commission
9. Trade and Development Agency
10. Securities and Exchange Commission
11. Fort Irwin, CA (Army)
 National Training Center
 Garrison
12. Federal Mediation and Conciliation Service

Single Issue Reviews

1. Review of ethical issues involved in agencies' efforts to privatize and form partnerships with nongovernment entities. This review will focus on ethics officials' experience in dealing with privatization and partnership issues.

2. Review of ethics officials' efforts in integrating ethics into the culture of executive branch agencies. This review will examine efforts made by ethics officials to create an ethical awareness and culture among agency executives, managers, and employees.